



Head of Operations & Finance

Job grading/salary band: 5 (£35k- £40k per annum, pro rata)

Part time - 21 hrs per week (permanent)

Join Our Team!

Frank Water is on a mission to ensure access to resilient water resources for generations to come. As an international development charity and wholly owned trading subsidiary, we work diligently both in the UK and overseas in India, Nepal and Kenya. Now, we're looking for a dynamic and dedicated Head of Operations & Finance to join our small, passionate team.

About the Role

As a key, new member of our senior leadership team and reporting directly to the CEO and Board, this role is pivotal in ensuring the efficient operation and financial sustainability of our organisation. The successful candidate will play a key role in achieving our ambitious strategy, leading on all aspects of our operations and finances, requiring a combination of strategic vision, operational prowess, and financial acumen.

Key Responsibilities:

Financial Management:

- Lead all financial operations, including management accounting, budgeting, and financial reporting.
- Ensure compliance with financial regulations and reporting requirements.
- Provide analysis and insights to drive financial sustainability.

Operations Management:

- Develop and implement operational policies and procedures.
- Manage day-to-day operations, including office management and IT infrastructure.
- Oversee procurement, vendor and partner management processes.

Human Resources:

- Provide HR support, including recruitment and staff development.
- Ensure team morale and wellbeing.

Strategic Planning:

- Contribute insights to the development and implementation of the organisation's strategic plan.

What We're Looking For:



An enthusiastic finance and operations professional, with experience in the not for profit or charitable sector, you'll possess a proven track record in financial management, coupled with a deep understanding of operational processes and efficiency optimisation. Strong leadership skills are desirable, as the role requires effectively managing staff, while also fostering essential collaboration across departments. Strategic thinking and problem-solving skills are key, as well as excellent communication and interpersonal skills for conveying complex financial concepts to stakeholders and ensuring compliance with regulatory standards. Moreover, adaptability and ethical integrity are crucial for navigating dynamic environments and upholding ethical standards in financial management and operations.

Why You Should Join Us:

- Make a meaningful impact on global water issues.
- Supportive and collaborative work environment.
- Join an ambitious, dynamic, passionate team dedicated to positive change.
- Opportunities for professional development and growth.
- Competitive salary and benefits package.
- Flexible and remote working arrangements
- Travel opportunities within the UK and occasionally overseas.

How to Apply:

If you're ready to join us in our mission and possess the skills and passion we're looking for, we want to hear from you! Please submit your CV and a cover letter outlining your relevant experience and why you're excited about joining Frank Water to hr@frankwater.com

Frank Water is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Application Deadline:

10am Wednesday 20th March, but we reserve the right to interview as applications are received and therefore may close recruitment early.

Join us in creating a world where everyone, everywhere has access to clean and sustainable water resources. Apply now and be part of our journey towards positive change!
